
340.15**Ordering Print Materials****Overview**

Introduction WIC agencies can order print materials for nutrition education and other program purposes from several organizational units in the Iowa Department of Public Health. This policy provides information about ordering materials.

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WIC Clinic Materials

ISAIC

The state WIC office provides clinic, nutrition and health education materials free of charge to local WIC agencies. Some materials are stored at the Iowa Substance Abuse Information Center (ISAIC), others must be ordered quarterly through the Iowa Department of Public Health (IDPH).

Examples of materials to be ordered include nutrition education and breastfeeding promotion brochures, health and nutrition history cards, *How to Use Your WIC Checks* brochures, etc.

Ordering WIC Materials

WIC materials stored at the ISAIC Clearinghouse must be ordered by using ISAIC Clearinghouse Online Ordering System. This is found at <http://healthclearhouse.drugfreeinfo.org/>. This website will be revised as materials are added or deleted from the available resources.

Agencies must fill out an order form provided by the State WIC office to receive materials that are not stored at the ISAIC Clearinghouse. The order form will be sent to local agencies quarterly.

Orders

Materials may be ordered from ISAIC at any time. Orders are generally filled within 48 hours.

Materials ordered from IDPH may only be ordered quarterly.

Registering

Contact state WIC staff to become a registered user on the ISAIC Clearinghouse Online Ordering System. A WIC Coordinator must approve an individual's access to the ordering system as there is a fee to set up a user account. An agency should have more than one registered user.

Materials from Other Bureaus and Programs

Introduction Several programs and bureaus in the Department produce print materials targeted to women, infants and children. These materials are distributed using a variety of methods.

Sources The table below lists contact information by bureau or program for ordering materials. Programs from the Department can also be accessed by using the search function through the Department's website at www.idph.state.ia.us.

Bureau/Program	Contact	Website
Bureau of Family Health <ul style="list-style-type: none"> Healthy Families Line Teen Line Provider Service Line 	(800) 369-2229 (800) 443-8336 (800) 383-3826	www.idph.state.ia.us/hpcdp/family_health.asp
Bureau of Immunization & TB	(800) 831-6293	http://www.idph.state.ia.us/ImmTB/Immunization.aspx?prog=Imm&pg=ImmHome
Bureau of Oral and Health Delivery Systems	(515) 242-6383 (866) 528-4020	http://www.idph.state.ia.us/OHDS/OralHealth.aspx
Bureau of Lead Poisoning Prevention	(800) 972-2026	http://www.idph.state.ia.us/LPP/
Bureau of Substance Abuse	(515) 281-0928	http://www.idph.state.ia.us/bh/substance_abuse.asp
Bureau of Nutrition and Health Promotion <ul style="list-style-type: none"> Pick A Better Snack & Act Iowans Fit for Life 	(800) 532-1579	http://www.idph.state.ia.us/NutritionHealthPromotion/ http://www.idph.state.ia.us/INN/PickABetterSnack.aspx http://www.idph.state.ia.us/iowansfitforlife/Default.asp
Quitline Iowa	(800) 784-8669	www.quitnow.net/iowa/
Iowa SIDS Foundation	(866) 480-4741	www.iowasids.org
First Candle/SIDS Alliance	443-640-1049 (800) 221-7437	www.sidsalliance.org
Iowa's Perinatal Depression Project	Healthy Families Line 1-800-369-2229	http://www.beyondtheblues.info/

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